United Nations ST/IC/2014/34

Secretariat

9 September 2014

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development beyond 2014, to be held on 22 September, the World Conference on Indigenous Peoples, to be held on 22 and 23 September, the climate change summit to be held on 23 September, the period of the general debate, from 24 to 30 September, and the treaty events ending on 1 October 2014**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises during the special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development beyond 2014, to be held on 22 September, the World Conference on Indigenous Peoples, to be held on 22 and 23 September, the climate change summit to be held on 23 September, the period of the general debate, from 24 to 30 September, and the treaty events ending on 1 October 2014. Owing to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 22 September, to Saturday, 27 September 2014. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At the present time, it is expected that on the weekend of 20 and 21 September, First Avenue will be open to vehicular traffic.

2. The United Nations will be closed to the public from 4 p.m. on Sunday, 21 September, until close of business on Wednesday, 1 October 2014. During this period, guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Thursday, 2 October 2014, when guided tours will resume a regular schedule.

3. During the same period, individuals holding retiree passes, temporary

* Expiration date of the present information circular: 6 October 2014.

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(non-photo) passes, recreational club passes or courtesy passes (with the exception of Protocol courtesy passes and gold courtesy passes), as well as outside messengers, will not be admitted to the United Nations Headquarters premises. This should be taken into account when scheduling all appointments and meetings during the period indicated. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in that regard.

4. Please be aware that all large packages brought onto the premises at all entry points will be subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

5. Bicycles and portable personal carriers are not permitted on the premises during the period of heightened security.

Admission to Headquarters buildings

6. Staff members, members of delegations and other persons who are entitled to access the United Nations Headquarters premises will be admitted only upon the presentation of a valid United Nations grounds pass or laissez-passer. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, will be strictly enforced.

7. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of the United Nations grounds passes because of the access that they allow to their bearers.

8. All authorized pass holders are reminded that the United Nations grounds pass is solely for the use of the bearer to whom it is issued and cannot be transferred or given to any other person to use. United Nations grounds passes found to be used in any other manner than for which they were intended will be confiscated by security personnel.

9. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on First Avenue at 45th Street (entrance on First Avenue), upon the presentation of an application signed by an authorized signatory from the staff member's executive office/administrative unit. Staff members who arrive without their grounds passes will be directed to the information and reception desk that will be temporarily relocated to the lobby of the UNITAR Building (entrance on 45th Street), to obtain a day pass upon the verification of the staff member's identity. The UNITAR Building is located on 45th Street between First and Second Avenues. The hours of operation of the information desk are from 9 a.m. to 5.30 p.m.

Admission of non-United Nations persons

10. Visitors and guests are restricted from entering the United Nations Headquarters premises during the period of the general debate but are welcome back on 2 October.

11. For the period of the high-level meetings and the general debate, the information and reception desk in the lobby of the Secretariat Building will be

relocated to the lobby of the UNITAR Building, located on 45th Street between First and Second Avenues, as indicated in paragraph 9 above.

Closure of First Avenue and pedestrian crossing points

12. It is anticipated that from Monday, 22 September, to Saturday, 27 September, the area in front of the United Nations along First Avenue from 42nd Street to 48th Street will be closed to all vehicular traffic, with the exception of escorted motorcades.

13. During this period, delegates and staff members may cross First Avenue at 42nd Street or 46th Street upon presentation of their United Nations grounds passes.

14. On Monday, 22 September, between 7 a.m. and 11 a.m. representatives of non-governmental organizations with both United Nations issued grounds passes and special events passes, including those with disabilities requiring additional assistance, may cross First Avenue at 46th Street and enter the United Nations Headquarters premises through the screening area at the 46th Street visitors' plaza. From 11 a.m. on Monday, 22 September, onward, this same category of pass holders who have continuing business on the United Nations Headquarters premises and who are in possession of the appropriate access credentials may cross First Avenue at 46th Street and use the screening point at 47th Street to gain access to the premises.

15. During the morning session of the World Conference on Indigenous Peoples on 22 September, properly credentialed participants who enter through the 46th Street entrance for screening may access their meeting locations as follows:

(a) General Assembly Hall: through the elevators in the public lobby of the General Assembly Building;

(b) Conference room 4, located in the first basement of the General Assembly Building: through the visitors' plaza stairs by the flagpole, through the Rose Garden and covered walkway, enter the Conference Building into the General Assembly Building;

(c) North Lawn Building: through the visitors' plaza down the stairs by the flagpole, then left to the doors on the east side of the North Lawn Building.

16. During the afternoon session of the World Conference on Indigenous Peoples on 22 and 23 September, non-United Nations guests should enter through the 47th Street entrance to gain access to the overflow rooms which are located in the North Lawn Building. Participants of the round tables in conference room 4 of the General Assembly Building will enter at the 46th Street screening area, then proceed down the stairs at the flagpole, turn right, then proceed along the covered walkway in the Rose Garden and enter the Conference Building and then the General Assembly Building.

17. On Tuesday, 23 September, during the climate change summit, participants who enter through the 46th Street entrance for screening may access their meeting locations as follows:

(a) General Assembly Hall: through the General Assembly Building elevators;

(b) Conference room 4, located in the first basement of the General Assembly Building: through the visitors' plaza stairs by the flagpole, through the Rose Garden and covered walkway, enter the Conference Building into the General Assembly Building.

18. Staff members, delegates and other individuals with authorized access to the United Nations Headquarters premises who have business in the Secretariat Building but are not part of the general debate should continue to use the 42nd Street access point to enter the United Nations Headquarters premises.

19. VIPs, permanent representatives to the United Nations, senior United Nations officials bearing a gold-coloured grounds pass and delegates bearing Protocol passes who will enter through the 46th Street entrance are requested to use the crossing point at First Avenue and 46th Street. Delegates below the level of Permanent Representative bearing Protocol passes for the General Assembly Hall will proceed through screening prior to accessing the General Assembly Building.

20. The pedestrian crossing points on First Avenue will be briefly closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during such intermittent closings of First Avenue, pedestrian traffic will be suspended until the motorcade enters or departs from the United Nations Headquarters premises. All are kindly requested to allow for extra time when walking to the Headquarters premises.

21. Staff members and affiliates who encounter difficulties in gaining access through any of the checkpoints leading to the Headquarters premises, or any of the annex buildings that fall within the cordoned-off areas that are staffed by host country authorities, should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, which will be relocated to the lobby of the UNITAR Building at 45th Street between First and Second Avenues (entrance on 45th Street).

Access at the 42nd, 46th and 47th Street entrances

22. During the general debate, members of delegations, staff members, including those bearing only the United Nations laissez-passer, and resident correspondents utilizing the main cafeteria, the library or Secretariat buildings, will have access to the entrance at 42nd Street and First Avenue.

23. As a result of the heightened security arrangements in place at the 46th Street entrance, delegates not in possession of a Protocol pass, staff members, interns, affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass along with the relevant secondary special event pass issued by the sponsor of the event or the non-governmental organization liaison office will be subject to screening.

24. Please be advised that there is a disability access ramp available, leading from the First Avenue and 46th Street entrance to the screening facility, where the aforementioned persons with disabilities will be screened.

25. The 47th Street entrance will be used primarily by media, as well as resident correspondents with equipment, who will also be required to proceed through

screening at that location prior to accessing the North Lawn Building for accreditation or access to the General Assembly and Conference Buildings.

26. The opening hours of the pedestrian entrances will be as follows:

42nd Street and First Avenue:	6 a.m. to close of business
46th Street and First Avenue:	7 a.m. to close of business
47th Street and First Avenue:	7 a.m. to close of business

27. The delegates' entrance on 45th Street will be open only for egress of escorted motorcades.

Access to the General Assembly, North Lawn and Conference Buildings

28. VIPs, permanent representatives to the United Nations, senior United Nations officials bearing a gold-coloured grounds pass and delegates bearing Protocol access passes in addition to their United Nations grounds passes will enter the General Assembly Building through the southern entrance gate on 46th Street at First Avenue.

29. Delegates and invited special representatives with disabilities will access the General Assembly Building through the ramp adjacent to the north screening building.

Access for members of the media

30. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Hall must use the 47th Street and First Avenue media entrance and present a valid United Nations grounds pass or other proper documentation for accreditation. Media screening will be conducted at the post, and persons who need media accreditation will be required to proceed to the media accreditation area, located in the North Lawn Building (conference room 3), by entering the door located on the south side of the building. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary correspondents, will use only the 47th Street entrance, where they and any equipment will be subject to security screening.

31. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when accessing the General Assembly and Conference Buildings and the restricted meeting areas of the North Lawn Building.

32. In connection with the closure of First Avenue, the east side between 46th Street and 47th Street at First Avenue will be used by satellite communication vehicles and their personnel.

Access to restricted areas

33. During the period from Sunday, 21 September, to Wednesday, 1 October 2014, access to restricted areas will be given only to those bearing United Nations grounds passes and the appropriate secondary passes.

34. The bilateral meeting areas are located in the lobby and the second and third balconies of the General Assembly Building. Those areas will be reserved for

members of delegations and staff conducting official business and will require proper United Nations grounds passes for access.

35. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

Access to room GA-200

36. In order to facilitate access to room GA-200 (defined as a "restricted area"), a secondary access pass is required in conjunction with the United Nations grounds pass. The GA-200 secondary access pass will be issued through the Protocol and Liaison Service to those individuals whose duties/functions require their presence there. Only those individuals who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

Pass and identification offices: UNITAR and North Lawn Buildings

37. The Pass and Identification Unit, located in room U-100, UNITAR Building, on First Avenue at 45th Street, will be open to staff members and members of delegations. Temporary non-governmental organization passes will not be issued from 15 September 2014 until the end of the general debate.

38. Members of the media will be assisted with accreditation at the media accreditation centre located in conference room 3 of the North Lawn Building.

39. All pass and identification operations will return to normal on Thursday, 2 October 2014, and the hours of operation will be from 9 a.m. to 4.30 p.m.

Closure of the United Nations garage

40. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 21 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 22 September. Please be advised that all vehicles must be removed no later than 10 p.m. on Sunday, 21 September, until the reopening of the garage.

41. The Secretariat Circle will be accessible to escorted motorcades for entry and exit through the 43rd Street and First Avenue gate. On Monday, 22 September, authorized vehicles may enter the United Nations garage beginning at 4 a.m. at the 48th Street vehicular entrance and depart through the 42nd Street vehicular exit. Thereafter, the process will continue on a 24-hour basis for the duration of the high-level period.

Traffic in the Secretariat Circle and through the 43rd Street gate

42. The very limited operating space of the Secretariat Circle and the delegates roadway areas requires strict controls on access to those areas in order to facilitate safety and avoid undue obstructions and delays of delegation vehicles and other high-level government officials and motorcades. Vehicular access to the premises through the gate at First Avenue and 43rd Street will continue to be limited to:

(a) Mission vehicles conveying permanent representatives, deputy permanent representatives, or heads of delegation for observers to the United Nations, and VIPs from national Governments accredited by the Protocol and Liaison Service;

(b) Mission vehicles with visiting senior officials of national Governments who have made arrangements with the Security and Safety Service, Security Events Planning Unit;

(c) Host country law enforcement-escorted motorcades;

(d) Other special category vehicles authorized by the Security and Safety Service.

43. Depending on meeting schedules and traffic patterns during the high-level session from 22 to 26 September, vehicles may periodically be restricted from entering the Secretariat Circle from the garage to exit the premises through the 45th Street or 43rd Street gates. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Monday, 29 September.

Alternative parking while the garage is closed

44. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 21 September, parking has been made available along both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park at those locations from 8 p.m. on Sunday, 21 September, to 8 a.m. on Monday, 22 September 2014. A special parking decal, which can be obtained from the Garage Administration, must be displayed on the dashboard of the vehicle and will be honoured by host country authorities. Parking at bus stops and hydrants and double parking are not permitted.

Access to the United Nations garage

45. To park in the United Nations garage, passenger vehicles with valid authorization will be required to adhere to specific instructions from 6 a.m. to 8 a.m. from Monday, 22 September, to Saturday, 27 September, as follows:

(a) **Northbound on First Avenue**. Passenger vehicles travelling northbound on First Avenue to the United Nations garage will be required to use the extreme right lane of the underpass between 41st Street and 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn onto First Avenue (counter flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once cleared;

(b) **Southbound on FDR Drive**. Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter flow, which will be coordinated by the New York City Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once cleared.

46. Passenger vehicles with valid authorization to park in the United Nations garage from 8 a.m. onward are instructed to proceed to the 49th Street and FDR Drive exit from Monday, 22 September, to Saturday, 27 September, as follows:

(a) **Northbound on First Avenue**. Vehicles travelling northbound on First Avenue to the United Nations garage will be required to use the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right hand lane, which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the service drive leading to the 48th Street garage entrance;

(b) **Southbound on FDR Drive**. Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will stay in the extreme left lane, which will permit them to proceed to the security checkpoint at the garage entrance.

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan**. Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or from the west side of Manhattan, will need to access the underpass, which begins at 41st Street and First Avenue. In order to approach the underpass, vehicles travelling on Second Avenue will be required to turn onto any eastbound street leading to First Avenue (39th Street or any corresponding streets below it). Upon exiting the underpass, staff members will be required to follow instructions indicated in subparagraph (a) above.

Please see the diagrams at the end of the present circular for vehicular access to the garage.

47. Individuals parking in the United Nations garage are kindly advised that, owing to specific motorcade arrivals into the United Nations garage, the entrance to the garage will be closed for designated periods.

Parking

48. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart from the vehicle at the appropriate checkpoint prior to the entry of the vehicle onto the premises.

49. All vehicles entering the premises will be searched. Please limit vehicle contents in order to facilitate and expedite the security clearance.

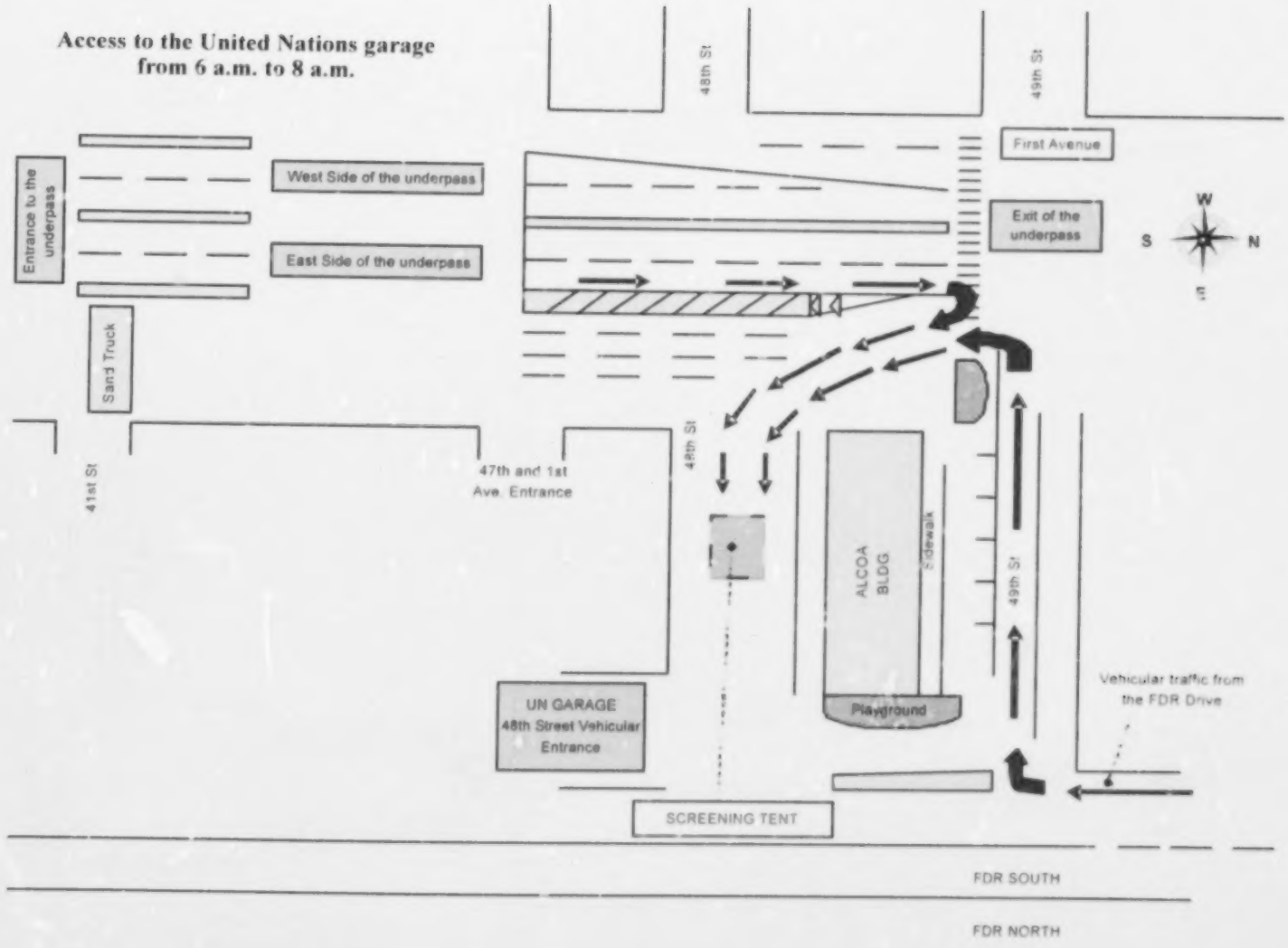
50. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Monday, 22 September, to Saturday, 27 September.

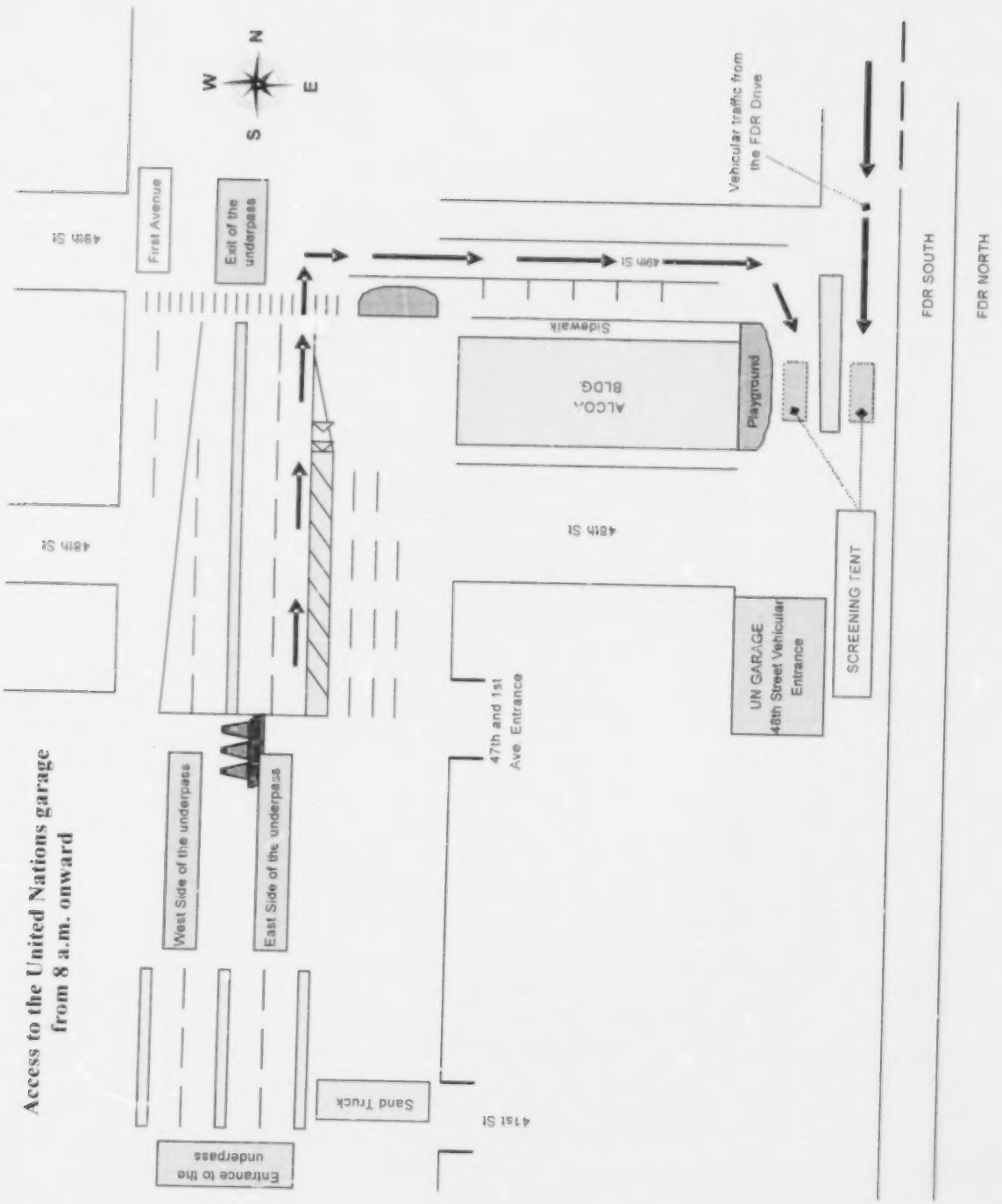
Dining room, other catering facilities and commercial operations

51. The normal hours of operation for the Delegates Dining Room are from 11.30 a.m. to 2.30 p.m., and reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should be noted that, during the period from Monday, 22 September, until Wednesday, 1 October, no guests will be allowed entry onto the United Nations premises for any function without proper accreditation.

52. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m.

Access to the United Nations garage from 6 a.m. to 8 a.m.




Access to the United Nations garage
from 8 a.m. onward
N
W
E
S
First Avenue
Exit of the underpass
48th St
Vehicular traffic from the FDR Drive
FDR SOUTH
FDR NORTH
Sidewalk
ALCOA BLDG
Playground
SCREENING TENT
UN GARAGE
48th Street Vehicular Entrance
47th and 1st Ave Entrance
West Side of the underpass
East Side of the underpass
Sand Truck
47st St
Entrance to the underpass